

Tuition Adjustment Advisory Council Referral

Complete only if seeking an EXCEPTION to the ECC Refund & Withdrawal Policy

FORMS SUBMITTED WITHOUT THE PROPER DOCUMENTATION WILL NOT BE CONSIDERED

To be used for extenuating circumstances beyond your control for the following reasons:

- Medical emergency: Doctor's note required
- Death of a family member: A copy of the death certificate is required
- Family emergency: Provide documentation to support your request
- Job related emergency: Provide documentation to support your request
- Other

Instructions for completing this form:

1. Make sure to drop the course(s) first. This form must be submitted within 10 days of the drop date to be considered.
2. Read the Refund Policy and Withdrawal Policy at www.elgin.edu/policies
3. Determine if you meet these guidelines. If yes, then proceed.
4. If you have received Financial Aid, you MUST consult your Financial Aid Advisor BEFORE completing this form as Federal Regulations may apply to your account. **In MOST cases, due to Federal Regulations, ECC is unable to make adjustments to student's accounts once aid has posted.**
5. Complete the information requested below. Gather supporting documentation (copies are encouraged) and attach to this form.
6. Mail to or drop off at:

Elgin Community College
Student Accounts Office
1700 Spartan Drive
Elgin IL 60123-7193

NAME: _____

DATE: _____

ADDRESS: _____

STUDENT ID: _____

SEMESTER: _____

COURSE(S): _____

AMT REQUESTED: _____

REASON: _____

STUDENT SIGNATURE: _____

FINANCIAL AID ADVISOR (If student receives financial aid) _____

*The TAAC committee meets once per month. You will receive a written response notifying you of the outcome unless your form did not contain documentation. **Forms without documentation will not be considered.***

****For Office Use Only****

Adjustment: _____ Letter # _____

Response: _____

PERC: _____ MCRG: _____